

CHIEF PLANNING OFFICER

DISTINGUISHING FEATURES

The fundamental reason the Chief Planning Officer exists is to be responsible for the administration, leadership, management, and operation of the Planning Services functions of the Department. This classification is a direct supervisor to the planning services technical and division heads of the department. Work is performed with considerable independence under the management of the General Manager Planning and Development Services.

ESSENTIAL FUNCTIONS

Directs the overall activities of programs in the Planning Services Divisions and establishes goals and objectives for the divisions and manages resource needs and budgetary expenditures.

Provides support and input into the development and operation of the department's five-year plan, capital improvements plan, and bi-annual work plan as related to departmental goals and organizational critical objectives.

Coordinates activities of four City Council appointed boards/commissions (Board of Adjustment, Development Review Board, Environmental Quality Advisory Board, and Planning Commission), and makes recommendations to the City Council on all division matters.

Interprets and implements City policies and administrative regulations. Makes recommendations to the General Manager and formulates new policies in response to Council direction.

Works in close cooperation with other department management and city officials to further the objectives of the City and department.

Prepares Council and Commission reports, performance evaluations, memos and other forms of communication.

Attends City Council, board/commission, neighborhood, and various other meetings.

Supports and represents City Council and management policies and practices to the public and other City employees.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The variety of disciplines associated with the planning and development process (e.g., planning, engineering, building, construction, economics, land use law, etc.)

Community organizations and their leaders

Principles of urban land use and development (emphasis on planning)

Customer service and problem resolution practices

Various negotiation styles and techniques

Ability to:

Interpret City ordinances, rules and regulations, and make rational decisions in accordance with established policy

Be adaptable and willing to accept new challenges focused on the needs, aspirations, and unique traditions of the City of Scottsdale

Understand how broad view issues relate to City operations

Conduct research and analyze, interpret and report research findings and recommendations
Prepare clear and concise reports
Exercise excellent verbal, written, and interpersonal skills to develop, establish, evaluate, recommend, and implement departmental policies, goals, and objectives
Effectively communicate verbally and in writing with all levels of City staff, Council, Commissioners, and public
Establish and maintain cooperative and effective working relationships with City officials, city departments, citizen groups, community leaders, businesses and the general public with widely diverse points of view
Be proficient in using a personal computer, a variety of computer software, and other equipment essential to performing daily activities
Sit approximately 70%, walks approximately 15%, and stands approximately 15% of workday.
Operate a variety of standard office equipment, which require continuous and repetitive eye, arm or hand movement.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree Urban Planning, Design, Architecture, Public/Business Administration or a closely related field and 5 years progressively responsible managerial and supervisory experience and experience with public policy process. (Clarify last part of last sentence)

FLSA Status: Exempt

HR Ordinance Status: Unclassified